




**LAW OFFICES**  
**LOS ANGELES COUNTY PUBLIC DEFENDER**  
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**MICHAEL P. JUDGE**  
PUBLIC DEFENDER

**TO: THE HONORABLE DON KNABE**  
**Chairperson, L.A. County Board of Supervisors**

**FROM: MICHAEL P. JUDGE**  
**Public Defender**  
**Executive Office** 

**DATE: January 30, 2004**

**RE: MINUTES - EXPANDED STAFF MEETING**

Attached is a copy of the Minutes of the Expanded Staff Meeting of the Office of the Public Defender held on December 11, 2003.

MPJ: Ifg

Attachment


cc: Each Supervisor  
Each Justice Deputy  
CAO: Sharon Harper, Chief Deputy



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TO: ALL STAFF

FROM: MICHAEL P. JUDGE  
Public Defender 

DATE: January 30, 2004

RE: MINUTES - EXPANDED STAFF MEETING

The Expanded Staff Meeting for the Public Defender's Office was held on December 11, 2003. The following are members:

Michael P. Judge	Stu Glovin	Bill Saul
Robert E. Kalunian	John Gonzales	Stan Shimotsu
Lon Sarnoff	Laura Green	Leslie Stearns
John Vacca	Bob Hall	Haydeh Takasugi
Ronald Brown	Bernice Hernandez	Karen Thompson
Winston Peters	Steve Hobson	Marilyn Turner
Mel Tennenbaum	Marvin Isaacson	Bill Weiss
Darolyn Jensen	Lita Jacoste	Ron White
Alan Abajian	Judith Johnson	Mark Windham
Allen Adashek	Robert Johnson	Dennis Yamamoto
Patricia Aguilar	Cheryl Jones	Janet Yarbrough
Verah Bradford	Clyde Juloya	Ron Yorzane
John Brock	Charlie Klum	
Carol Clem	Mark Lessem	
Mike Concha	Doug Love	
Corrine Cortinas	John Martinez	
Joan Croker	Paula Montez	
Patricia DeLaGuerra	Elaine Palailogos	
Mike Demby	Diane Parris	
Wendy Edmisten	Geneva Phillips	
Kelly Emling	Ramon Quintana	
Gregory Fisher	Rudy Rousseau	
Bobby Gil	Vicky Russell	

The Expanded Staff Meeting of December 11, 2003 was chaired by Michael P. Judge, Public Defender.

Mr. Judge began the meeting with the following announcements:

The first announcement Mr. Judge made was with regard to an individual retiring December 31<sup>st</sup>. He started in the office in, August, 1968, was promoted to Grade II in 1969, Grade III in 1970, and Grade IV in 1971. He went on to become a Head Deputy in 1983 and was assigned to Central Felonies, Norwalk, and Van Nuys. In 1988, he was promoted to Division Chief, where he served in Central Misdemeanors, Central Felonies, and Branch & Areas. He became a Bureau Chief in July of 2000. This is someone who refused to have a retirement party, and didn't want to have any particular recognition. Who is that masked man? Mr. Judge presented a retirement certificate to Mr. Melvyn Tennenbaum for the completion of 35 years and 5 months of loyal public service.

Mr. Judge then presented John Vacca with a clock for completing thirty five years of service. However, Mr. Judge refused to divulge to Mr. Vacca the secret code that activates the clock because Mr. Judge doesn't want Mr. Vacca to start watching the clock.

The following topics were discussed:

#### **I. Announcements by Mr. Kalunian**

**1. Caseload Summaries** for the Month of November and Quarterly DNQ Reports are due. Those who have not submitted them, should get them to Mr. Kalunian as soon as possible.

#### **2. STATE BAR DUES** by Robert Kalunian

Mr. Kalunian stated the State Bar will now accept payment of bar dues by credit card either by mail or on line. Online payments can be made by credit card and proof of payment can be printed out. Unfortunately, this method may not necessarily comply with the County fiscal policy requiring proof of payment to obtain reimbursement. Consequently, this proof of payment cannot be accepted for reimbursement of bar dues payment. Mr. Kalunian stated proof of payment of bar dues for reimbursement purposes can be accepted by three means: 1) a photocopy of the cancelled check, 2) a photocopy of the 2004 bar card, or 3) a photocopy of the credit card bill that shows payment was made. An individual who wishes to provide a copy of the credit card statement as proof of payment, should black out the credit card number, and may even block out other purchases.

## **II. INTERPRETER/TRANSLATION PROCEDURES by John Vacca**

Mr. Vacca explained that the procedure for the use of interpreters and translators has changed. Because the State contends that the fees for these services are a county expense, the courts will no longer provide interpreters for use outside the courtroom setting. Until further notice, we will have to obtain a court order appointing the interpreter as an expert, in order to arrange for an interpreter to accompany us to the county jail, or appear in our office for an interview, or travel into the field to interview witnesses, etc.

Mr. Vacca distributed a sample court order which has been approved by Judges Wesley and Green (who are in charge of the project for the court) who have disseminated a memo to the judges regarding this. The order can be obtained at the arraignment and may be a "continuing order", obviating the necessity of obtaining a separate order each time we wish to use an interpreter. The sample order is posted on the PD WEB. There is no maximum amount or "cap" included on the order because we have no way of knowing how much we will use the interpreter(s). This open ended feature also has been approved by Judges Wesley and Green. It should be noted we are not guaranteed the use of the same interpreter because of the "continuing order." In fact, it is likely to be a different one each time, because of the random assignment procedures employed by the county interpreter's office.

Once the initial order is signed, our attorneys should retain the original and make multiple copies. Each time we use an interpreter, we should provide a copy of the order to the interpreter. In order for the interpreters to be paid, they must submit a copy of the signed order and fill out a PACE form. Our office does not maintain a supply of these forms, but the court interpreter's office is supposed to make them available to their interpreters.

To obtain an interpreter, our attorneys should contact the interpreter's office and identify the language for which an interpreter is needed. The interpreter's office will select someone for the attorney to contact and make the arrangements. If the selected interpreter is unavailable, we are obligated to call the interpreter's office once again for another referral until the services we are entitled to are actually provided.

If it is necessary to have a tape transcribed, the procedure is the same, e.g. we must secure a court order executed by a Judicial Officer appointing a transcriber which in turn we must serve on the county interpreter's office. Said Office will select a transcriber who will make the arrangements for pickup etc. Although our office is not involved in the fee structure for translation, it should be noted that the agreed upon rate for translators who have signed the "Request For Inclusion" form for the county is: \$16.95 per minute of tape plus 17 cents per word.

### **III. THE REVISED DEPUTY IN CHARGE MANUAL by Lon Sarnoff**

Mr. Sarnoff distributed a draft copy of Revised Guidelines for Deputies-in-Charge. The Department has undertaken an office goal to rewrite the Guidelines for Deputies-in-Charge. The document distributed is a compilation of recommended guidelines for adult deputies-in-charge as well as an addendum for Juvenile Deputies-in-Charge.

The first milestone in achieving the goal of revising the DIC Manual is to conduct a thorough review of this draft; this milestone should be completed by the end of December. Mr. Sarnoff asked each of the managers to review the document in its entirety to consider several different things: First, whether the statements of policy and the guidelines reflect reality. In instances where they don't, please prepare a statement relating what the discrepancies are. Head Deputies are closer to the actual happenings in the court, than executive management who conducted the first review, and there may be some matters that they are unfamiliar with or have a misunderstanding regarding the way things actually operate. On the other hand, Mr. Sarnoff indicated executive management is cognizant of the way things ought to operate, and may effect appropriate changes. Please also note editing, typos, awkward language, ambiguities, or things of that nature. Finally make any suggestions about the way it looks, the formatting of it, the placement of items. This document should be legible, readable, and understandable. We hope to render a document that is easy to use, so that when a DIC needs to know how to accomplish something or what the department policy is, it is easy to locate. When the document is completed, it will be posted on the PDWeb and will be available to all Department staff.

Manager input is important, and is part of Department Managers MAPP goals. Head Deputies should submit remarks to your division chief by the end of this month, and the division chief will then forward them on to Mr. Sarnoff. The milestone for distribution is March, and by September we must train DICs and other supervisors.

### **IV. BI-ANNUAL PAYCHECK INTERNAL AUDIT by Marilyn Turner**

Ms. Turner reminded managers that the County Fiscal Manual contains an internal control certification program and there are various protocols to ensure integrity and that processes are accurate. One of the protocols required by the County is a warrant distribution audit, which is to be performed at least annually. Our department has been doing it, as you may recall the past few years, twice a year. This is a reminder this will be occurring again early next year. One of the essential elements of this particular process, is a verification process, and it is on an unannounced basis. The purpose is to ensure that all the warrants and notices of direct deposit are being issued to bonafide individuals. This came about because some years ago in another

department there were pay checks issued to individuals that did not exist.

A key feature is that paychecks should be distributed by someone not involved in the Human Resources, Personnel, or Payroll operations. For instance, people in our offices that usually distribute the pay checks or pay warrants, will not be doing it when this audit process is to take place. Managers should designate another individual in each office to receive and distribute the paychecks for the audit pay period. Each staff member must present a photo I.D. either a county I.D. or a Drivers license, sign for it, the license number will be recorded. This will have to be done for each pay location. These forms and documents will have to be distributed to someone other than a personnel/payroll person.

Darolyn Jensen will designate someone in Administrative Services Bureau to be what is called the Departmental Audit Compliance Officer to receive all of the pay location verification forms. As indicated this is a reminder that this will be occurring next year, at least twice, and each manager will be receiving a memo from the Departmental Audit Compliance Officer. A memo will be issued about a week before the pay day. It's a surprise so you should not inform the person that's is going to be doing the paycheck verification, until the day before that they will be responsible for verifying the I.D.s of the each staff member. For those that are not in the office there are instructions with what to do with the warrant if people are absent that day. When the memo is issued a person will be named to contact if you have questions.

**V. TRANSFER OF PC §1368 CLIENTS TO PATTON STATE HOSPITAL** by Marvin Isaacson.

Mr. Isaacson, who is the Head Deputy of Mental Health Division, indicated that there has been a problem in the County with transporting persons to Patton State Hospital. There are about 100 people in the county jail waiting to go to Patton for one reason or another. Most of them are not out of our Mental Health Division, most of them have been committed by the criminal courts. Mr. Isaacson said our Mental Health Division doesn't have a record of these people normally, unless someone sends him information that their client has been sent to Patton and they want the Mental Health Division to check on them or go to Patton and see them. Mr. Isaacson requested all the head deputies to ask their deputies to go back over their calendars for the last year to identify which clients from their courts have been sent to Patton and to check with Sheriff transportation. He suggested attorneys go on the Sheriff's website, to see if their clients are still in county jail and send Mental Health a list of those cases.

Mr Isaacson's has obtained a list from the Sheriff's department which has all of the County cases on it. Obviously, they are not all of ours, but there may be some people that are not on that list. Mr. Isaacson would like to have everyone send him the information so he can cross reference the list he received from the Sheriff. He does intend to go through the sheriff's list, run the booking numbers to see if the

Public Defender clients are on it and whether they have gone to Patton. He is looking for cases where people have been denied admission to Patton because of over crowdedness or for whatever reason. He believes admission mostly is being denied because the paperwork is not complete. Patton has a whole list of things that they require the court clerk to send, them including the amount of credits that they have had in the county jail, maximum commitment time, etc. Patton also requires police reports and they want police reports on all of the cases. Several people are sitting in the county jail because they have been committed on one case, but there are other cases where there are holds. He is trying to find out what the problem is and solve it to get these people to Patton for treatment.